

# MLI Participation Opportunities

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The MLI weekend leadership conference utilizes seven different opportunities for participation; Youth Participant, Conference Advisor, Care Team, Headquarters Staff, Activity Coordinator, Adult Staff and Youth Staff. The main focus of the conference is on the experience of the Youth Participants. The remaining levels support and enrich this experience creating the magic of MLI! The MLI weekend leadership conference is a collaborative effort between each level.

All six opportunities are briefly described below. If you have further questions, please do not hesitate to contact IADDA at 217.528.7335 ext. 52.

## Youth Participants

Characteristics: Middle School student (6<sup>th</sup>-8<sup>th</sup> grade during 2008-2009 school year)

Youth participants represent the largest participation level for those attending the weekend leadership conference. It is encouraged for participants to attend with a team representing any public or private school; community organization, and/or local government agency. However, a youth participant will not be denied the opportunity to attend MLI if they do not belong to a team (many students do not attend with a team).

ITI Youth Participants are:

- Middle school age youth
- Youth interested in making a difference in their schools and communities.
- Youth from leadership clubs/organizations
- Youth involved in community coalitions
- Youth working in the community through local community services boards or offices on youth

At MLI, all Youth Participant activities are focused towards developing the following skills:

- Structured Problem Solving
- Action Planning
- Communication
- Relationships
- Teamwork
- Leadership
- Alcohol, tobacco and other drug prevention

## MLI Weekend Leadership Conference Staff

The Mid-Level Institute staff is the backbone of the Weekend Leadership Conference. Working collaboratively, each team member plays a vital role in the day to day operation of the conference. Please see below for a brief description of each role.



### Conference Advisors (1-2) (formerly Co-Director)

The conference advisor is typically an adult volunteer that has volunteered with the program in the past. Conference Advisor Responsibilities Include:

- Assist IADDA in oversight and management of the Weekend Leadership Conference
- Work with the MLI Team to implement conference vision and goals
- Assist IADDA with the development and implementation of the conference schedule as well as keep the conference running on time
- Assist in the recruitment of volunteer staff for all positions
- Help set the tone and provide direction to staff and participants
- Problem solve staff and participant issues with the involvement of IADDA/ITI Director when needed
- Work with care team in identifying participants needing crisis counseling or a meeting with a care team member (this may include behavioral concerns or inappropriate behavior)
- Monitor general sessions and entertainment and intervene if the session becomes inappropriate or does not match the values, mission or goals of ITI
- Document all significant staff and/or participants issues
- Participate and assist in leading daily staff meetings with IADDA staff and Care Team Members
- Communicate with staff when a youth or staff member must leave the conference
- Assist IADDA with staff training and additional functions as needed

### *Care Team (2-3) (formerly Consultants)*

Care Team is comprised of individuals that dedicate themselves to dealing with any behavioral or emotional concerns participant and/or staff experience while at the weekend leadership conference. A team of at least two (depending on participant numbers), one care team member is required to have professional counseling credentials to deal with more significant emotional and behavioral issues. This care team member will be available for crisis counseling if and when needed.

#### **Care Team Responsibilities Include:**

- Assisting conference advisors and IADDA staff in the overall supervision of staff and participants
- Accompany and/or transport participants that need to see the MLI nurse or go to the emergency room
- Assists in locating students that do not arrive to structure events such as Discussion Group, General Sessions etc.
- Advise staff regarding participant concerns and intervene when necessary
- Work with students that are homesick
- Provide support, motivation and encouragement to all other staff
- Provide referrals to students needing services following MLI
- Meet with assigned staff during staff meetings to process the day's activities, review daily agenda and take note of any major concerns or issues
- Complete cabin/dorm checks to verify participants and staff are all accounted for
- Keep a log of issues or concerns that arise and review with Conference Advisors and IADDA
- Assist with staff training, registration/check-out
- On-call 24 hours a day throughout the weekend should an issue arise
- Assist with any additional functions as needed

### *Nurse (1)*

The MLI Nurse is a paid medical professional that will provide non-emergency and emergency consultation to youth and staff in need. The Nurse is considered an IADDA staff member and he/she will:

- Review health information sheets and discuss health/medication concerns with staff, parents and participants
- Check the medical supply cart for all necessary items and maintain a usage log
- Collect all medications (prescription and over the counter) at registration
- Dispense all medications throughout the Institute
- Hand/oversee first aid situations
- Document first aid given as well as keep a medication log
- Return medications to participants/staff at check-out
- Work with staff to advise IADDA on a participant's or staff's ability and appropriateness to remain at the Institute

### *Headquarters Staff (2) / Activity Coordinators (1-2)*

Headquarters staff is the heart of the MLI Weekend Leadership Conference, they keep things moving (headquarters staff includes the activity coordinators)!

- Organize daily operations
- Answering questions and providing direction to staff and participants
- Maintain all necessary paperwork
- Review attendance cards with care team and verify everyone is accounted for
- Greet and assist with registration and check-out
- Organize and distribute all necessary supplies for staff and/or participants
- Distribute, collect and maintain all evaluations, surveys, goal cards, etc.
- Maintain the master rosters, discussion group supplies and daily counts
- Work directly with IADDA staff and Lake Williamson staff to make sure the conference runs smoothly
- Meet with presenters to confirm AV and set-up needs are met
- Assist as needed with meals and meal clean-up
- Assign staff duties for registration, check-out, meals and clean up on Sunday
- Unpack and pack all Institute supplies needed (in Headquarters)
- Shop for/pick up supplies as needed and authorized by IADDA

**Activity Coordinators** are part of the headquarters team! They will assist headquarters staff when other duties as assigned are complete. Youth Staff is given the option of applying as Activity Assistants – this is a great learning opportunity for youth staff! The Activity Coordinators will utilize the Activity Assistants in carrying out the following duties:

- Lead all activities and energizers
- Set-up free-time activities
- Assign staff free-time and Prevention Fair duties
- Assist in setting-up and cleaning up workshops/prevention fair etc.
- When needed, run the AV equipment for general sessions and workshops
- Assist headquarters staff and care team as needed
- Introduce speakers/workshops/general sessions
- In cooperation with headquarters staff and activity assistants greet presenters before their session and provide requested materials
- Set the tone/atmosphere for the Institute and keep staff and participants energized
- Monitor appropriateness of songs during Prevention Fair
- Assist in coordinating games during free-time and Prevention Fair
- Arrange entertainment for early arriving / late leaving participants

*Adult Staff and Youth Volunteer Staff (number varies on the number of participants)*

Adult staff and youth staff are a vital component of the MLI experience! These staff members work directly with the participants to make the MLI experience one to remember!

**Adult and Youth Volunteer Staff** responsibilities include:

- Facilitate and guide assigned discussion group of MLI participants
- Provide icebreakers and/or activities for assigned groups (IADDA will offer ideas)
- Mentor new staff and youth co-facilitator
- Monitor and oversee participant behavior throughout the weekend
- Assist during free-time and Prevention Fair
- Be a positive role model and support for all MLI participants
- Create an open, safe and positive environment for the participants and other staff
- Follow MLI Curriculum for facilitating each discussion group
- Divide responsibilities with other Co-Facilitator
- Assist with other functions as needed